

Internship Opportunities

with

Kent Conrad

United States Senator

North Dakota



“We are looking for talented men and women who are interested in government and public service. Our interns get an up-close look at the way the federal government operates. It’s a great experience, and I’m glad we can offer it to deserving young people.”

Senator Kent Conrad (D-ND)

A fifth generation North Dakotan, Senator Kent Conrad was elected to the United States Senate in 1986 after serving six years as North Dakota's Tax Commissioner. He won a special election in 1992 with 63% of the vote to fulfill the remaining two years of the late Senator Quentin Burdick's term. Senator Conrad has earned the nickname "Chainsaw" for his stand on deficit reduction. He is known as a champion of American agriculture, and one of his top priorities has been to bring new jobs and economic opportunities to North Dakota. His seats on the Agriculture, Budget, Finance, and Indian Affairs Committees are vital to serving the needs of his constituents. Senator Conrad is currently serving his second full term in the Senate.

Internships

Senator Conrad accepts several students for internships throughout each year. The program is designed to give interns an overview of the work in a congressional office, including the responsibilities and considerations of elected officials as they make public policy decisions. Interns are essential in the daily operations of the Senate offices. Assignments include researching legislation, attending hearings, answering telephones, and assisting with constituent concerns and mail.

An internship with Senator Conrad offers students a solid understanding of the legislative process and how a Senate office works to represent constituents. Interns gain not only knowledge and experience but also learn to work under pressure and prioritize multiple tasks. Many former interns go on to work as permanent staff members on Capitol Hill. Stipends are available for work in most of Senator Conrad's offices or some students arrange for academic credit. Housing and travel costs are the responsibility of the intern.

Application Process

To apply for an internship, send a completed application form, letter of application, resume, current school transcript, and three letters of reference to:

Senator Kent Conrad
100 First Street SW
Minot, ND 58701

Preference is given to North Dakota residents. Students who will be college juniors and seniors are encouraged to apply for internships in Senator Conrad's Washington office.

Applications are reviewed when all requested materials have been received. Students are encouraged to apply well in advance of a desired internship date. For additional information, contact:

Gail Bergstad
Intern Coordinator
701-852-0703

Internship Application

Thank you for taking the time to apply for an internship with Senator Kent Conrad. Please return this application form, a letter of application, resume, current school transcript, and three letters of reference to Senator Kent Conrad, 100 1st Street SW, Minot ND 58701. For further information, call 701-852-0703. Please type or print.

Date:_____ Social Security Number:_____

Last Name:_____ First:_____ MI:_____ Phone:_____

Current Address:_____

City:_____ State:_____ Zip:_____

Name(s) of Parent(s):_____ Home Phone:_____

Address (if different from above): _____

City:_____ State:_____ Zip:_____

County:_____

High School:_____

University/College:_____ Expected Graduation:_____

Major(s): _____ Minor(s): _____

Advisor: _____ Advisor's Phone:_____

Interested in earning college credit for internship: Yes No

If yes, what department: _____

If yes, name of supervising faculty: _____ Phone:_____

Internship Preferences

Please indicate the city in which you would like to work, the dates you would be available to work, and whether you would be available for full-time or part-time work:

Fall

Winter/Spring

Summer

Dates available:_____

Part-time

Full-time

Location desired: Washington Bismarck Fargo Grand Forks Minot

List honors, awards, and leadership positions:

List any experience in politics and/or government:

Why are you interested in an internship with Senator Conrad?

What skills or qualities do you have that would help you succeed in Senator Conrad’s office?

Letters of references from:

Name: _____ Phone: _____

Address: _____ Relationship: _____
City State

Name: _____ Phone: _____

Address: _____ Relationship: _____
City State

Name: _____ Phone: _____

Address: _____ Relationship: _____
City State